**Windows 2000 Steering Committee**
January 5, 2001

**Attendees:**
Greg Arndt, DOP
Arlene Smith, L&I
Bob Griesel, OFM
Phil Grigg, GA
Charlie Johnson, DSHS
Keith Kawamura, GA
Lance Calisch, DIS
John Ditto, DIS
Mike McVicker, DIS
Dean Schwickerath, DOL
Julian So, DOR
Jane Rasmussen, Microsoft

**<u>Agenda:</u>**
- ❑ Introduction of Lance Calisch
- ❑ Microsoft Risk Assessment & Revised Vision/Scope
- ❑ Technical Administrators Meeting Recap
- ❑ Issues
- ❑ Next Meeting

**Introduction of Lance Calisch:**
Lance Calisch from DIS has been appointed project manager for the Windows 2000 Development Group. Recently, he served as the project manager on a project defining digital government access using digital certificates through Transact Washington. He has been with DIS for 11 years.

**Microsoft Risk Assessment & Revised Vision/Scope:**
Jane handed out a draft of the Windows 2000 Steering Committee Vision and Scope. The long-term vision allows for more than a single forest architecture in order to accommodate possible future business goals and state security requirements.

Risk Mitigation was discussed. It was decided that bullet point one should really be two separate bullets:
1. Management understanding and buyoff of the business value of Windows 2000 forest;
2. Windows 2000 and Active Directory as a strategic technology for the state.

Another risk to the project is that the full benefits of a Windows 2000 single forest architecture will not be realized until all agencies have joined the forest. Budget constraints may not allow for all agencies to attach for quite some time.

It was stressed that developers need to be involved and aware of the process and advantages that the multi-agency Windows 2000 Active Directory offers as it relates to applications and the impact applications can have on this infrastructure.

**Technical Administrators Meeting Recap:**
The Technical Administrators January 2nd meeting minutes were distributed.  Among other issues, the Administrators have formed a sub-committee to work on creating a charter for the group.  They expect to have a draft charter by the next meeting on February 6th.

A formal process addressing change management procedures is being drafted.  Agencies attached to the Exchange hub need a process for implementing service pack upgrades to the network operating system as well as Exchange 5.5.  Enforcement of the change management procedures and timelines may need to be addressed at a higher level.

To access the Technical Administrators meeting minutes, please visit http://hub2.dis.wa.gov and select Meeting Minutes.

**Issues:**
How will the State of Washington strategically use Active Directory in the future?  The Steering Committee and selected others will attend a presentation on January 12th See "Next Meeting" below.

**Schema extensions:**
Applications yet to be developed need to consider how Windows 2000 Active Directory can be leveraged.  Extending the schema will have an impact on replication to all agencies connected via the single forest.  Schema management processes and documentation is part of the current Windows 2000 Root project.

**Deliverables to the Steering Committee:**
The reasons why Microsoft has multiple forests from Jane.
Sanitized version of risks and mitigations to those risks experienced by Boeing from Jane.

**Next Meeting:**
On January 12th, 8:30 – 12:00, Microsoft will provide an educational, high-level overview of Windows 2000 and Active Directory as it relates to the statewide enterprise model.  It will be from a business and policy  perspective.  The location is room G-3 in the General Administration building.

Todd Shelton from NetDesk will be the facilitator of the meeting.  Allen Abramson, Peg Souders and Jane Rasmussen from Microsoft will also be attending.

Steering Committee members are asked to submit questions they would like addressed at the January 12th meeting.  Please submit your questions to Phil Grigg (pgrigg@ga.wa.gov) no later than close of business Monday, January 8th.